

Approved For Release 2001/03/02 : CIA-RDP62S00231A000100020053-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : Division and Staff Chiefs, ORR

FROM : Chief, Economic Research Area, ORR

SUBJECT: Documentation of ERA Reports

DATE: 25 September 1958

1. You will recall that we recently discussed the question of documentation of ERA reports. The objective of eliminating or reducing current documentation was to speed up the editing, typing and reproduction of these reports. There was no question of eliminating documentation through the completion of the review phase, or of doing away with the preservation of a file copy of the draft report adequately documented. Subsequent to the completion of the review phase, however, this documentation could be fully or partially removed. If fully removed, our RR's, PR's, and IM's would be published in a manner similar to the EIC-R14 series.

2. Documentation could be reduced by referring only to the key source references, and using textual devices to indicate origin such as, "Official Soviet announcements state that bobby pin production was 3,000,000 units in 1957."

3. Documentation could also be reduced by confining it to a brief appendix of a page or two which would discuss principal sources used in the report.

4. Will you please talk over these possibilities with your people and let me have a reply covering your views by 3 October?

Distribution

- ✓ 0 - Chief, D/I
- 1 - Chief, D/M
- 1 - Chief, D/S
- 1 - Chief, D/A
- 1 - Acting Chief, St/FB
- 1 - Acting Chief, St/CS
- 1 - Chief, St/PR
- 1 - Ch/E

O/Ch/E [redacted] /akb

25X1A9a

25X1A9a